STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
August 31, 2005

MEMBERS IN ATTENDANCE:

Jim Roggero, Chair	Tim Dwyer	J. Rick Mihalevich	Doug Young
Gary Lyndaker, Vice-Chair	Jeff Falter	Mike Miller	
Dan Ross	Russell Helm	Ray Pope	
Steve Adams	Gina Hodge	Cindy Renick	
Augie Buechter	Ryan Lanclos	Steve Siegler	
Harold Burnette	Don Lloyd	Alan Spears	
Chip Byers	Larry Lueckenhoff	Scott Willett	
Todd Craig	Bob Meinhardt	Paul Wright	

MEMBERS NOT IN ATTENDANCE:

Jon Beck	Stacy Gillmore	Mark Mabe	Tony Spicci
Greg Burris	Rob Gourley	Carl Medley	Debbie Tedeschi
Ralph Caruso	Cliff Gronauer	Paul Monda	Mike Wankum
David Crain	George Hagedorn	Amy Niedergerke	Chris Wilkerson
Jill Drennen	Don Krueger	Scott Peters	Mary Willingham
Steve Earney	Gretchen Lockett	Jon Rickman	
Richard Gerling	Theresa Luebbering	Joanie Schwartze	

Jim Roggero called the meeting to order at 8:30am.

PRESENTATIONS/DISCUSSION ITEMS
1. Project Management Training Certificates (Dan Ross/Paul Wright) – The following individuals were presented with the Project Management State Certification Certificates, for their completion of the Project Management Training state certification requirements: Albert Bray (DPS/MVC), Scott Diebold (DNR), Jan Heckemeyer (OA/ITSD), David Kliethermes (OSCA), Richard Kliethermes (DSS), Steve Kroeger (DOR/Lottery-Not Present), Ed Meyers (DMH), Karen Nosovitch (DNR), Rodney Rice (DOLIR), Becky Steinbeck (OSCA), Ron Thomas (OA/ITSD).
2. Internet Cap for FY06 (Joe Brenneke) – Joe Brenneke made a presentation outlining the FY05 Internet Services Cost Allocation Plan with the actual expenditures and unit cost, and then showing the FY06 Cost Allocation Plan. Also outlined were Key Internet Cap Changes and the Internet User Rate Comparisons. The User Rate for FY06 will be $10.70 per user.

ACTION ITEMS
1. Approval of the July 27, 2005, Information Technology Advisory Board Meeting Minutes – Minutes from the July 27 meeting were presented for approval. Ray Pope made a motion to approved the minutes. Gina Hodge seconded the motion and the minutes were approved unanimously.
2. Action Items From Last Meeting –
   ➤ Distribution List For Auditor Questions – The email address to send questions asked by the auditors is sao@oa.mo.gov.
   ➤ JAVA Immersion Training – Email was sent out asking for participants.
   ➤ Website Updates – Dan Ross feels progress is being made. However, everyone should continue to update any websites they are responsible for, including agency websites.
   ➤ Architecture Review Committee – The committee is currently working on developing a high level overview document, for executive levels.
   ➤ Electronic Sugnatures Or Online Payments – An email was sent asking anyone who uses electronic signatures or online payments to contact Chris Wilkerson, via email.

GENERAL BUSINESS
1. CIO Discussion (Dan Ross) – Dan Ross gave a consolidation update, stating that anything related to IT should get transferred to OA in the FY07 budget. One item of focus is the transfer of State Data Center charges.

These will also transfer to OA in the FY07 budget. Everyone will be getting the reports so usage and charges can be monitored. Telecommunications dollars will not transfer at this time. That will likely happen next year. It was also stated that the Department of Revenue will be part of the consolidation. The only agencies not in the consolidation will be MODOT and the Department of Conservation.

Dan also stated the following:

➢ A news release will be given to the Governor's office showing examples of the cost savings achieved through consolidation. Dan was able to compile and send them the top 20.

➢ Dan stated that the "Cross Agency Teams" are now part of the new face of the OA Active Directory Team. Everything is on track and they are doing a great job.

➢ The Web Filtering Team has completed their work.

➢ The AS400 Team is trying to consolidate to fewer machines.

➢ The procurement meeting was a huge success, as they discussed what is working and what is not working.

➢ Through service level agreements, agencies are supposed to identify their priorities and their projects and Dan would like to use what is learned in Project Management to achieve this.

➢ Everyone needs to remember what the role is of the State Auditor's Office. The distribution list of questions will be sent out again so that everyone can keep track of what is being asked.

2. ITAB Chair Items (Jim Roggero)

➢ Jim Roggero stated that the meeting dates for the 2006 Calendar Year were listed again in the agenda. He stated they would be held the same as this year, the last Wednesday of every month. Everyone should mark their calendars accordingly, to avoid scheduling conflicts.

➢ Jim asked the question to the ITAB if vendors should be allowed to make presentations at the ITAB meetings. The current policy is that vendors do not do specific presentations at these meetings. One member asked if that position should be reconsidered. Gary Lyndaker stated that Keith Mathis made a Project Management presentation at the last meeting, but it was determined that sometimes there will be cases where a presentation is made due to the current project being worked. Gina Hodge stated that she preferred we not open that door again. After further discussion, it was determined that the consensus is to honor the current policy of not having vendor presentations at the ITAB meetings.

➢ Jim thanked Tom Stokes for having the Project Management Certificates framed and ready to go for this morning's meeting.

ITAB COMMITTEE UPDATES

1. Architecture Review Committee Update (Bob Meinhardt) – Bob stated that at the August meeting the Systems Management Domain Committee was officially established. Tim Dwyer will be the chair and the names of the committee members were read. Bob further stated that the committee reviewed 22 artifacts and one or two were returned for further review. He then stated that he would be meeting with the domain chairs, to review their current activity. He further stated that he, along with Ron Thomas, will meet with MODOT to talk about their participation in the domains. At the last ITAB meeting Chris Wilkerson asked that the committee address electronic signatures and online payments. This has been assigned to the Security Domain Committee and the Interface Domain Committee for their review. Updates will be forthcoming. Bob then stated that there will be Architecture 101 training in mid-August.

2. Architecture Technical Committee – No Report.

3. Customer Relations Management Committee Update (David Crain) – No Report. It was stated that the September meeting will focus on performance measurements, so that they will be ready when able to move forward on projects.

4. Digital Media Developers Committee (Bobbie Koelling) – No Report.

5. MOTEC Update (Jeff Falter/Laura Mertens) – Jeff stated that the report was emailed to everyone and that it showed good usage. It was stated that there has been good feedback received regarding the MOTEC classes and the facility.

6. Personnel Committee (Chris Wilkerson) – No Report.

7. Project Management Standing Committee Update (Paul Wright/Tom Stokes) – Paul stated that the committee is still working on modifications to the charter. The committee is reviewing those modifications and will bring them to ITAB when finalized. The committee is also continuing to look at overview type courses and will have more for everyone to look at in the next couple of months. Paul stated that Tom Stokes had sent out a notice regarding a continuing education course entitled "Best of Neal Whitten", which will be held Thursday, September 22 at the Ramada Inn. PDUs for Project Management certification can be earned by attending.

COLLABORATIVE EFFORTS
1. User Group Coordination (Jeff Falter/Debbie Tedeschi) – Jeff reported the groups have been contacted and will have annual reports for ITAB soon.
2. Internet/MOREnet Update (Chip Byers) – Chip discussed that the charts emailed to everyone show the results of monitoring management. The first chart shows the network bandwidth utilization and that it is topping out every day with a 60k connection. The outbound is half of that. There was 100% availability and no outages in August. The last page of the chart shows the network bandwidth up to 60 megs. He further stated they worked very hard throughout the year to bring down costs. The cutoff shown on these charts will be the end of the previous month. It was determined that Chip should continue to send out these reports to ITAB members.
3. Missouri Network Management Steering Committee (Scott Willett) – Scott stated that the next meeting will be held on Tuesday, September 6 at 1:30pm and that the agenda would be going out tomorrow. There will be updates to the committee about the fiber initiative and the RFP status. Some members also met a few weeks ago to discuss the status with MODOT and the buildout. Their findings will also be discussed.
4. Statewide Purchasing Update (Gary Eggen/Karen Boeger) – It was stated that the efforts of those in the contracts planning meeting were greatly appreciated. If anyone has any comments from the meeting, please send them to Gary Eggen. The formation of the groups involved from the meeting will soon be finalized. The monthly report was sent out this morning. The IT Consulting Services contract will be out by the middle of September and the Prime Vendor contract should be out by October.
5. Technology Services Update (Gail Wekenborg) – No Report.
6. MO GIS Advisory Council (Jeff Falter/Tony Spicci) – Jeff reported that the work plan for the year has been sent to Dan Ross.

OPEN DISCUSSION
1. Update on Google Search Engine – The documents are now down to around 454,000, which means a rollout plan can be developed to get Google out and available soon. It will be strictly Internet, not Intranet, service.

REVIEW OF ACTION ITEMS
None specific.

NEXT MEETING
1. The next ITAB Meeting is scheduled for **Wednesday, September 28, 2005, 8:30am, at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO.**

JR/wk